

## **FREE AND REDUCED MEAL APPLICATION APPROVAL AND VERIFICATION PROCESSES**

**For School Year 2009-2010**

**This is your Opportunity to Review the Procedures**

**Everyone who actually...**

- **Approves** the free and reduced price meal applications
- **Creates** the Master List and
- **Conducts** the Verification of applications process

*is invited to join us at one of the following training sessions*

**These sessions will cover:**

- Procedures for approving applications
- Frequently asked questions and common mistakes
- Procedures and deadlines for conducting verification
- The verification reporting requirements – how to organize and manage the applications to make reporting easier.

**Please complete and send the registration form to:**

**Cheryl Barrows  
Child Nutrition Programs  
Vermont Department of Education  
120 State Street  
Montpelier, VT 05620**

**Or fax it to: Cheryl Barrows 802-828-0573**

**Questions???: Call 802-828-5152 or 828-2447**

# **FREE AND REDUCED MEAL APPLICATION AND VERIFICATION TRAINING FOR THE 2009-2010 SCHOOL YEAR**

## **REGISTRATION FORM**

*(Copy this form if more than 2 people are coming to the same session)*

✓ to register	Date, Time and Location	Name, Title, School, and Phone Number where you can be reached this summer
	<b>August 18<sup>th</sup></b> 9:00 - 11:30 am VT Dept. of Education, Barre (Cavern Conf. Rm)	Name: _____ Title: _____ School: _____ Phone #: _____  Name: _____ Title: _____ School: _____ Phone #: _____
	<b>August 18<sup>th</sup></b> 1:00 - 3:30 pm So. Burlington HS, South Burlington (Room 108/109)	Name: _____ Title: _____ School: _____ Phone #: _____  Name: _____ Title: _____ School: _____ Phone #: _____
	<b>August 19<sup>th</sup></b> 1:00 - 3:30 pm Hartford HS, White River Jct. (Room 105)	Name: _____ Title: _____ School: _____ Phone #: _____  Name: _____ Title: _____ School: _____ Phone #: _____
	<b>August 20<sup>th</sup></b> 9:00 - 11:30 am St. Johnsbury School, St. Johnsbury (Cafeteria/Sunroom)	Name: _____ Title: _____ School: _____ Phone #: _____  Name: _____ Title: _____ School: _____ Phone #: _____
	<b>August 21<sup>st</sup></b> 9:00 - 11:30 am Rutland High School, Rutland (Cafeteria)	Name: _____ Title: _____ School: _____ Phone #: _____  Name: _____ Title: _____ School: _____ Phone #: _____



***LOCATIONS & DRIVING DIRECTIONS  
FREE AND REDUCED MEAL APPLICATION  
APPROVAL AND VERIFICATION PROCESSES  
\*\*\*\* TRAINING \*\*\*\*  
CHILD NUTRITION PROGRAMS***

***August 18<sup>th</sup> ~ 9:00 am – 11:30 am  
VT Department of Education, 1311 US Rte. 302, Barre  
Cavern Conference Room  
(802) 828-2447***

**Take Interstate I-89 to exit 7.** Follow the road to an intersection with a light where green overhead highway signs indicate the road to Montpelier (right lane). Follow that road down the hill. At the bottom of the hill at the traffic light, turn right on to Route 302. At the second traffic light (you will see a Burger King on the right), turn right and then turn left into the parking lot in front of the building. Look for the Department of Education sign, approximately in the middle of the entrance area. The receptionist can direct you to the Cavern Conference Room.

***August 18<sup>th</sup> ~ 1:00 pm – 3:30 pm  
South Burlington High School, 550 Dorset St., So. Burlington  
Room 108/109  
(802) 652-7000***

**From I-89:** Take Exit 14 East and merge onto Route 2 E. Stay to the right. Turn right onto Dorset St. at the second light. (This is a very short distance from the exit ramp.) Go about 1 mile and South Burlington H.S. will be on your left.

***August 19<sup>th</sup> ~ 1:00 pm – 3:30 pm  
Hartford High School, 37 Highland Avenue, White River Jct.  
Room 105  
(802) 295-8620***

**From I-89 driving South:** Take I-89 to the exit for I-91 North and South. Stay to the left to merge onto I-91 North toward White River Junction. Take Exit 11 for US Rte. 5. Stay straight to go onto North Hartland Rd / US Rte. 5 N. Continue to follow US-Rte. 5 N. Be sure to turn left at light (and go over the bridge). Head up the hill and turn left onto Hebard St., then left onto Highland Ave Ext, ending at 37 Highland Ave.

***August 20<sup>th</sup> ~ 9:00 am – 11:30 am  
The St. Johnsbury School, 257 Western Ave., St. Johnsbury  
Cafeteria/Sunroom  
(802) 748-8912***

**From I-91, driving North:** Take Exit #21 and take a left toward St. Johnsbury. As you come into town, the School will be on your right before the center of town. Take a right into the parking lot just after the school.

**From I-91, driving South:** Take Exit #21 and take a right at the stop sign to go toward St. Johnsbury. As you come into town, the school will be on your right before the center of town. Take a right into the parking lot just after the school.

***August 21<sup>th</sup> ~ 9:00 am – 11:30 am***  
***Rutland High School, 22 Stratton Rd., Rutland***  
***Cafeteria***  
***(802) 773-1955***

**From I89, northern Vermont:** I89 south to exit 3, Bethel. Follow Rt. 107 south to Rt. 100. Rt. 100 south to Killington. Turn onto US Rt 4 West to Rutland. Upon entering Rutland, Rutland High School is on the left, at the second traffic light. Turn left onto Stratton Road (across from McDonald's). The Rutland High Campus entrance is the first left.

**From I91, northern Vermont:** I91 south to I89 north. Follow I89 north to Exit 1, US Rt 4 to Rutland. Continue on US 4 through Quechee, Woodstock, past Killington and Pico ski areas. Upon entering Rutland, Rutland High School is on the left, at the second traffic light. Turn left onto Stratton Road (across from McDonald's). The Rutland High campus entrance is the first left.

**Once on campus,** stay to the right, go past student parking. Follow this around to the back of the building where there is parking. Enter in the rear lobby, cafeteria classrooms are on the right.